

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Finance Specialist – Internal Only

Your Career, Your Community

As a Finance Specialist in the City of Salisbury, you can make a difference! The Financial Services Department is seeking motivated candidates who will perform difficult administrative work preparing and processing budgets and other financial records and files. Main duties include but are not limited to preparing and managing records systems; assisting with preparation for annual operating and capital budgets; preparing financial, statistical and project status reports, spreadsheets and papers; preparing data for various studies and reports for decision making purposes; conducting research, and assisting with purchasing functions as necessary. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more.

Minimum Requirements:

- Associates or Technical degree with coursework in Accounting, or related field and considerable experience in Finance or accounting work; or equivalent combination of education and experience.
- Valid NC Driver's License
- Knowledge of generally accepted governmental accounting procedures desirable

Closing Date: November 10, 2014
Salary range: \$34,223.84 - \$46,715.54

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355